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Office Memorandum • UNITED STATES GOVERNMENT

TO : DDTR

DATE: 1 June 1960

FROM : PPS

SUBJECT: Employment of Language Tutors by LAS

INTRODUCTION

Here are some brief notes concerning the employment of language tutors by LAS. These notes are based on the very hasty survey which I made today at your suggestion. They do not purport to include all details pertinent to the subject, merely those which appear to have the most significance with respect to the points you asked to be examined.

EMPLOYMENT OF TUTORS25X1A
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1. Responsibility-- [REDACTED] operating under the supervision of [REDACTED], who also performs this function in [REDACTED] absence. The Deputy Chief, Plans, Research, and Administration in LAS has no relationship to the employment and supervision of language tutors.

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2. Procedure

a. Spotting--by [REDACTED] and other members of LAS.

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b. Contact clearance--obtained through OTR Security Officer. Approval of DTR to discuss employment with an individual must also be secured.

c. Interview--by [REDACTED] and other members of LAS.

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d. Security clearance--obtained through OTR Security Officer. Written notice of approval comes to LAS.

e. Hired by contract--obtained through OTR Personnel. LAS gets a copy of contract but does not know when it is finally O.K.'d by Agency contracting officer.

f. Pay--\$3.00 - \$3.50 per hour except in two or three cases. Pay determined by [REDACTED] and is based on actual "contact" time.

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PAY OF TUTORS

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1. LAS [REDACTED] keeps time sheet on each tutor who calls in her hours monthly (before May was biweekly). Time is checked orally with students if possible.
2. At end of month LAS makes up vouchers which go to XO for approval. No supporting information or signatures are included with vouchers.
3. Payment is made by check and receipts obtained from tutors.

RECORDS

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1. LAS [REDACTED] keeps a file on each tutor containing (a) unsigned copy of contract, (b) copies of vouchers, (c) receipts for payments, (d) copies of training requests on students taught by tutor.
2. LAS also has separate folders containing time sheets for tutors and security clearances.

RECOMMENDATIONS

1. LAS should improve its files for tutors. The copy of the contract in each file should show the date it was approved. Also, the file should contain a copy of the security clearance or a cross reference to it in each case.

2. LAS should design a simple form for use by tutors in claiming pay. A signed claim for pay should be a must in every instance.

3. The "T&A" form submitted by each tutor should be countersigned by the student involved, if possible. (It is recognized that the latter will not always be possible.)

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4. Each month when LAS submits vouchers to XO, [REDACTED] should initial all vouchers or attach a short memorandum of transmittal certifying to their correctness. (If I were XO, I would not sign the vouchers he now receives. They are totally unsupported as far as he can tell.)

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ENROLLMENT OF TUTORIAL STUDENTS

1. Enrollment now accomplished by formal training request or memorandum signed by authorized individuals in the various components. The request contains an estimate of hours which later becomes a training schedule and is used as a cross-check on the number of hours reported by the tutor.

2. Tests--Aptitude or proficiency tests required beforehand and proficiency afterwards. However, the second test is frequently not given because of the unavailability of students.

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3. Responsibility-- [REDACTED] and the department head concerned. [REDACTED] monitors this rather closely.

Comment

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It is difficult to evaluate whether the present enrollment system needs tightening. [REDACTED] is doing a very conscientious job, but he is spread pretty thin since he must also instruct ten hours each week and perform a variety of other duties.

RECOMMENDATION FOR ADDITIONAL ADMINISTRATIVE ASSISTANCE IN LAS

LAS needs promptly an administrative officer (GS-12 or 13) who will have no other duties than to handle administrative matters, including contracts and pay of tutors. Recommend he or she be detailed for six - nine months to get things on solid footing, after which the Language and Area Faculties should each have a GS-9 administrative assistant and the Chief, LAS, a GS-7 administrative assistant. What is sorely needed is (1) to get LAS into the swing of CIA administrative procedures and (2) to bring LAS into the OTR family so it will lean more on the OTR Support Staff than it now does. At present LAS is much too "separate," as though it weren't really in CIA at all. The reason I am not suggesting that a strong administrative officer remain in LAS permanently is the probability that he would in time work himself out of a meaningful job (at the 12 or 13 level) or else usurp functions of XO or more probably the Registrar to justify his stay. The recommendation for a GS-9 admin assistant in both the Language and Area Faculties rests on what I believe to be a pretty solid foundation of administrative functions in each case highlighted by the physical separation of these units from the OTR Support Staff.

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If the preceding recommendations are accepted, the position of Deputy Chief, Plans, Research and Administration could be abolished when its present incumbent rotates 1 July 1960. Any functions of the position which are not absorbed fully by the administrative personnel ~~which~~ I have suggested could be given to C/LAS or one of his other deputies. The Chief of the Testing Unit who now reports to DC/PRA should be placed under the supervision of [REDACTED] Responsibility for [REDACTED] should go initially to the LAS administrative officer and on his departure probably to [REDACTED]. Responsibility for the language and film labs should go first to the administrative officer and upon his departure either to [REDACTED]

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